

INCLUSIVE WORKPLACE 101

From small behavior shifts to game-changing new habits, inclusive culture starts with you.

10 WAYS to be inclusive, starting today:

1. WALK AND TALK

Go on a walk with a new co-worker. If you're a remote employee, schedule a coffee date next time you're in the office.

2. BROADEN YOUR PERSPECTIVE

Consult sources that stray from your standbys. Read an article or watch a video that challenges your viewpoint.

3. SEEK FEEDBACK

Whether practicing a presentation or developing a new feature, solicit diverse voices to help identify gaps and push creativity.

4. AMPLIFY VOICES

Ever witnessed a great idea go unnoticed? Set the tone, it's up to all of us to give credit where it's due.

5. MAKE SPACE FOR THOSE WORKING REMOTELY

Remember to pause often on calls and create moments that allow your remote co-workers to chime in.

in·clu·sion

Inclusion is a sense of belonging, connection and community at work. Inclusive organizations help people feel welcomed, known, valued — and encouraged to bring their whole, unique selves to work.

6. HEAR SOMEONE'S STORY

Authentically connect with the people around you. Skip the small talk and find out what makes their world spin.

7. BE INTENTIONAL

Get to know the people you work with and engage on the topics they're most passionate about.

8. ELEVATE CROSS-TEAM CAMARADERIE

Invite co-workers from other teams to join your team platform challenges.

9. RECOGNIZE INCLUSIVE ACTIONS

Take every opportunity to acknowledge and celebrate actions, big or small, that exemplify inclusion.

10. SHARE AN IDEA

We're all responsible for creating an inclusive culture. We need your ideas to make it possible!